



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING

250 DALLAS ST

PENSACOLA FLORIDA 32508-5220

CNETINST 1500.15D

ETS13

AUG 31 1999

CNET INSTRUCTION 1500.15D

Subj: ACCREDITATION OF NAVY SCHOOLS

1. Purpose. To provide information regarding the Accreditation Program for Chief of Naval Education and Training (CNET) training activities and to establish policy and responsibilities for the administration of the accreditation program. This instruction has been extensively revised and should be read in its entirety. Continual advances in training and education technology require that this instruction be continually reviewed, assessed for utility, and revised as necessary.

2. Cancellation. CNETINST 1500.15C

3. Discussion

a. One goal of the Navy is to provide the opportunity for Navy men and women to pursue formal training commensurate with their personal ambitions and abilities as well as the requirements of the naval service. Both the military and the civilian training communities should recognize the quality of that training. Initiatives directed toward the accomplishment of these goals encourage higher levels of professionalism and technical competence, and recognize the educational aspirations of individuals. The accreditation program of CNET, whereby Navy schools attain membership in a nationally recognized accrediting agency such as the Council on Occupational Education (COE), or a regional accrediting agency such as the Southern Association of Colleges and Schools, is one such initiative. It is the primary vehicle whereby the Navy ensures its formal technical schools are on a par with those technical institutions of recognized quality throughout both the civilian and military education and training communities.

b. An important dimension of the accreditation process is the public recognition that comes with accreditation. Successful completion of the accreditation process signifies not only that the training command's training and educational services are sound, but also that it is meeting its broader responsibility to Navy men and women. The nationally recognized accrediting agency, COE, recognizes the uniqueness of military education and training programs and their importance to the nation as a whole. Therefore, COE's membership charges for military organizations are substantially less than it charges other educational institutions and are also substantially below fees charged by regional accrediting agencies.

c. The process of attaining accreditation is extensive and usually requires 12 to 24 months to complete. The primary steps and components of the accreditation process are:

(1) The development of a detailed Self-Study Report by the total staff studying and reviewing the training activity's mission and training and education programs that compare these areas against the policies and standards set forth by the accrediting association. The Self-Study Report also serves as an evaluation and planning vehicle for the improvement of all training and educational programs provided by the training activity.

(2) A comprehensive on-site evaluation of the training activity by an accrediting agency's team of professional civilian and military training experts appointed by the accrediting association to validate the training activity's Self-Study Report by reviewing its mission, operations, educational programs, and documentation on file.

(3) The correction by the training activity of any deficiencies

identified by the accrediting agency's visiting team.

(4) Recommendation for accredited status for the training activity once all of the accrediting association's policies and standards have been met. Approval from the accrediting agency's accrediting commission achieves accredited status.

d. National and regional accrediting agencies customarily award accredited status to a training activity for 2 to 6 years. Each accredited training activity must prove its annual status through a report to the accrediting agency; this report will reflect the status and any changes. Depending on the association's policy, they make a reaffirmation of accreditation every 2 to 6 years. This requires a thorough update of the training activity's Self-Study Report. Reaffirmation also requires another comprehensive on-site evaluation of the training activity by the accrediting association's sponsored evaluation team. Finally, the accrediting commission's board of directors and delegate assembly must approve the reaffirmation.

e. The accreditation process provides the Navy a unique type of professional expertise and technical assistance from recognized educators within the civilian sector. Navy training activities can benefit significantly by completing the comprehensive and systematic Self-Study Report evaluation process. Through this process, the Navy compares its performance with generally recognized standards of excellence fostered by accrediting agencies.

f. The accreditation process does NOT result in college credit recommendations for the educational programs and courses at the training activity. This is a function of the American Council on Education (ACE) which publishes the Guide to the Evaluation of Educational Experiences in the Armed Services. This guide details college credits recommended by ACE for those Navy courses that have been evaluated.

4. Policy. All Naval Education and Training Command (NAVEDTRACOM) "A" and "C" school training activities are required to seek accreditation by a national or regional accrediting agency. All other NAVEDTRACOM training activities are invited to seek accreditation as well. The training activity initiates this process by letter of self-nomination, via the chain of command, to CNET point of contact (POC) (ETS13).

a. CNET. CNET will centrally manage the program and provide funding for the following services:

(1) Accrediting agency annual membership dues for all NAVEDTRACOM training activities. Note that CNET will fund annual dues only in the amount equal to that charged by the COE.

(2) The activity's initial candidate application fee.

(3) The costs of the preliminary evaluation visit for representative(s) of the accrediting agency to the training activity.

(4) The cost of the accrediting agency's evaluation team visits for initial accreditation and reaffirmation.

b. Training Activities. Training activities will fund:

(1) Any annual membership dues in excess of what COE charges for annual dues.

(2) The expense of producing and publishing the Self-Study Report.

(3) The cost of host and administrative support for agency evaluation personnel and teams.

(4) Any fees and/or penalties for late or deficient reporting to accrediting agencies.

(5) The travel expenses for technical assistance provided to the training activity accrued during candidacy status, initial accreditation, and reaffirmation (which is a modification of policy provided in NAVEDTRA 135A regarding funding requirements).

(6) The temporary additional duty expense for representatives of the training activity to attend the two Annual Delegate meetings, during which the training activity is granted candidacy status and is awarded initial accreditation or reaffirmation.

5. Responsibilities During the Accreditation Process. Considerable command attention is essential in order for the accreditation program to provide optimum benefits to the training activity.

a. Designate to CNET (ETS13) a command level accreditation liaison officer by name, code, and DSN number.

b. Appoint the accreditation liaison officer as project lead for any accreditation efforts. The project lead at the training activity should be the senior civilian instructional systems specialist. The civilian specialist will provide professional assistance and continuity throughout the initial process and subsequent reaffirmation cycles. In addition, all staff and faculty should be knowledgeable of the accreditation project and, as appropriate, be integrally involved in the accreditation process.

c. Notify CNET POC (ETS13) one year in advance of any scheduled accreditation visit. Communicate directly with the cognizant accrediting agency during the accrediting process. Keep CNET POC (ETS13) informed of the project's progress.

d. Forward copies of all accreditation documents, including the Self-Study Report and all change(s) which impact on contractor/contract services or modifications, to CNET POC (ETS13).

/s/R. P. KRULL
Chief of Staff

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